



CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA) CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA)	RELEASE DATE:	Wednesday, September 2, 2009
POSITION TITLE:	Associate Director, Health Information Management	FINAL FILING DATE:	Thursday, October 15, 2009
CEA LEVEL:	CEA 3	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,594.00 - \$ 9,476.00 / Month	BULLETIN ID:	08312009_3

POSITION DESCRIPTION

Under the general direction of the Director, Clinical Operations, the Associate Director, Health Information Management (HIM) is responsible for strategy, policy direction, planning, organizing, staffing and directing the activities of the HIM programs and personnel and for providing leadership and vision to the HIM functions within the California adult institution system. The incumbent oversees HIM operations in all 33 institutions and all locations where health records are stored as well as tracking documents requested for use away from the California Department of Corrections and Rehabilitation (CDCR) sites such as Special Care offices as outlined in Health Information Portability and Accountability Act (HIPAA) regulations.

Duties include, but are not limited to:

Provide leadership and vision to all HIM functions within the California adult institution system, including developing the HIM strategic plan and coordinating and integrating HIM services with the receivership and the institution system. This includes serving as the HIM spokesperson, representing the HIM at oversight and committee meetings, and developing appropriate communications and training programs to educate constituents about the HIM mission, policies, procedures, programs, as well as requirements for record documentation, data reporting, and reimbursement.

Formulate and implement institutional, regional, and statewide policies, rules and regulations regarding the management and content of medical records in accordance with approved goals and objects, California Prison Health Care Services (CPHCS) policies and procedures, and state and federal laws, including HIPAA. This includes ensuring the integrity, confidentiality, and security of health information, ensuring a complete and accurate paper and electronic record, standardizing medical record content, forms, and organization as well as filing and distribution of the paper medical record and release of information within the medical record.

Oversee the HIM operations in all 33 institutions and all locations where records are stored. This includes developing the physical and electronic infrastructures, recruiting, developing and managing

staff, developing and implementing metrics, and ensuring management accountability to carry out the HIM mission and program activities. This also includes ensuring operational compliance with established policies and the preparing operational and health care reports for presentation to upper management, administrative agencies, regulatory bodies, the media, and other sources.

In coordination with other CPHCS leadership, participate in the development and implementation of a comprehensive Electronic Medical Record System (EMR) that includes all patient health care information and developing appropriate policies and procedures.

Address complex issues and problems that cross program areas and developing programs, policies, and procedures, and HIM priorities to successfully resolve these issues.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and

practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Possession of a Bachelor's degree.

Possession of a Registered Health Information Administrator (RHIA) certificate.

Five to seven years management or supervisory experience in Health Information Management.

Experience in developing budgets, streamlining processes and procedures, goal setting, planning, staff development and electronic medical record implementation.

Demonstrated success as a leader with strong organizational, team, development and mentoring skills.

Knowledge of health care processes and administration.

Thorough understanding of health care information management regulations and community standard policies and procedures.

Understanding of issues relating to confidentiality, privacy, information security, and release of records.

Knowledge of issues relating to document capture, chart documentation and retrieval processes,

transcription, and chart audit and completion.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Associate Director, Health Information Management**, with the **CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA)**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA), Selection Services
P.O. Box 4038, Sacramento, CA 95812-4038
Allison Sanjo | 916-445-1694 | allison.sanjo@cdcr.ca.gov

ADDITIONAL INFORMATION

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to Human Resources, located at 501 J Street, Suite 350, Sacramento, CA. (**Please note, our office will be closed for business on the following days: September 4, 7, 11, 18, and October 2, 9, and 12, 2009**)

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>